

***Notification to be sent instructing SO and PI to log on to the Commons and verify the application (application has been processed successfully)***

Subject Line: Verification of Your Electronic Grant Application

Body of Text:

**For PI:**

NIH has received your electronic application. The next step is for you to verify the application. Please log into the Commons, select 'Status', and view your application. You will be able to see the image of the application that has been created.

Please review the image. If the image accurately reflects the submitted application, please verify the application in order to agree to terms. The application will not be referred for review and funding consideration until both the SO and the PI have verified. You must verify the application within two full business days of the application's availability in Commons. If we don't receive approvals within the requested time, your application may be rejected or delayed until a later review cycle.

If you have any questions about this email, please contact the eRA Help Desk at 1-866-504-9552 (tty: 301-451-5939) or [commons@od.nih.gov](mailto:commons@od.nih.gov) <<mailto:commons@od.nih.gov>>.

**For SO (cc: to Person to Be Contacted):**

NIH has received an electronic application for <PI name>. The next step is for you to verify the application. Within the next two full business days, please log into the Commons and go to the Status system to verify the submission. You will be able to see the image of the application that has been created.

Please review the information and the image. If the image accurately reflects your submission, please verify the application in order to agree to terms. The application will not be referred for review and funding consideration until both the SO and the PI have verified. If we don't receive approvals within the requested time, your application may be rejected or delayed until a later review cycle.

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